



Administration for Community Living

Administration on Aging

National Elder Abuse and Neglect Prevention /Adult Protective Services Resource Center
financed by 2013 Prevention and Public Health Funds (PPHF-2013)

HHS-2013-ACL-AOA-ER1-0061

Application Due Date: 09/09/2013

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**Department of Health & Human Services
Administration for Community Living**

Program Office: Administration on Aging
Funding Opportunity Title: National Elder Abuse and Neglect Prevention /Adult Protective Services Resource Center financed by 2013 Prevention and Public Health Funds (PPHF-2013)
Announcement Type: Initial
Funding Opportunity Number: HHS-2013-ACL-AOA-ER1-0061
Primary CFDA Number: 93.747
Due Date For Letter of Intent: 08/15/2013
Due Date for Applications: 09/09/2013

Executive Summary

In recent examinations of Adult Protective Services (APS) programs across the country, APS administrators reported that enhancing APS investigation and response and developing best practices for interventions and program operations were significant, unmet needs. In an effort to help address this gap, the Administration on Aging is holding a competition to operate the National Elder Abuse and Neglect Prevention/Adult Protective Services Resource Center program(Resource Center). The purpose of the Resource Center is to provide current and relevant information and support to enhance the quality, consistency, and effectiveness of elder abuse prevention activities conducted by APS programs across the country.

Domestic public or private non-profit entities including state and local governments, Indian tribal governments and organizations (American Indian/Alaskan Native/Native American), faith-based organizations, community-based organizations, hospitals, and institutions of higher education, are eligible to apply under this program announcement. To be considered for funding under this program announcement, applicants must demonstrate the following: (a) understanding of and experience operating public health prevention programs; (b) history of work with adult protective services; (c) history of work in elder abuse, neglect, and exploitation issues; and (d) ability to operate a resource center that provides support and information to local, statewide, regional, and/or national stakeholders.. The use of subcontractors, sub-grantees, or consultants to execute the proposal's substantive programmatic activities may not constitute more than 25% of the total level of effort required to carry out all substantive programmatic activities at any time, as measured by the budget.

Letters of intent to apply are requested.

Interested applicants should make note of the following interactive teleconference

scheduled for August 12, 2013 during which time there will be an opportunity to have questions answered:

Open Teleconference for Interested Applicants: August 12, 2013

Time: 2:00 – 3:00 PM Eastern

Call-In Number (toll free): 1-888-324-3615

Passcode: 5228282

I. Funding Opportunity Description

Statutory Authority

The statutory authority for cooperative agreements under this Program Announcement is contained in Section 411 of the Older Americans Act. Funding is authorized under Section 4002 of the Affordable Care Act (Prevention and Public Health Fund).

Description

Adult Protective Services (APS) include interventions, programs, processes, and services implemented to insure the safety and well-being of elders and adults with disabilities who have been or are at risk of being mistreated or neglected, who are unable to care for themselves or protect themselves from harm, and who have no one to assist them. APS activities include, but are not limited to, receiving reports of adult abuse, exploitation or neglect; investigating these reports; and case planning, monitoring and evaluation. In addition to casework services, APS may provide or arrange for the provision of medical, social, economic, legal, housing, law enforcement or other protective, or emergency or supportive services. In most states, APS caseworkers are the first responders to reports of abuse, neglect, and exploitation of vulnerable adults.

Adult protective services programs primarily support the immediate responses to violence, such as emergency services for victims and longer-term strategies to address effects of violence, such as rehabilitative services for perpetrators or working to reduce the long-term impacts of trauma on the victim. APS programs focus on detection and intervention services to immediately intervene in and stop perpetration/victimization, after an initial occurrence or suspicion of abuse. APS also employs interventions to lessen the impact, or restore functional losses associated with the experience, of abuse, neglect, and/or exploitation, such as referrals to other services.

APS is a state established and administered program that exists in all states. State and local governments have created APS programs whose interventions reflect the unique parameters of their state authorizing legislation. As a result, historically it has been extremely challenging to gather consistent, national data that could inform the development of best practices for elder abuse, neglect, and exploitation prevention and intervention. However, it is essential to know the risk and protective factors for both victimization and perpetration for the various forms of elder maltreatment to design effective prevention strategies. As “first responders” to allegations of abuse, neglect, and exploitation, APS programs are in a unique position to gather this information during the course of their investigations.

Although APS is a state-based program, two federal statutes create a role for the Administration for Community Living (ACL) and the U.S. Department of Health and Human Services (HHS) regarding adult protective services. First, the Older American's Act, which establishes the Administration on Aging (AoA), contains provisions that authorize AoA to support demonstration projects to enhance APS, as well as to develop objectives, priorities, policy, and a long-term plan for facilitating the development, implementation, and continuous improvement of a coordinated, multidisciplinary elder justice system, among other activities. Second, the Elder Justice Act, signed into law in March 2010, specifically authorizes HHS to:

- develop and disseminate information on best practices in adult protective services,
- provide training for adult protective services, and
- provide technical assistance to states and others that provide or fund the provision of adult protective services.

To begin to provide this support and assistance to state and local APS programs, and to initiate the process of improving and enhancing APS prevention activities, ACL is funding a competition for a cooperative agreement to operate the National Elder Abuse and Neglect Prevention/Adult Protective Services Resource Center (Resource Center). The purpose of the Resource Center is to provide APS systems, agencies, and professionals across the country with current and relevant information and support to enhance the quality, consistency, and effectiveness of APS secondary and tertiary prevention activities. ACL funded a National Adult Protective Services Resource Center in 2011 to provide technical assistance to state APS programs, and to conduct a study on the state of evidence-based best practices in APS programs.

ACL has identified the following as targets for this program:

1. Identify strategies and best practices that improve the effectiveness and outcomes of APS secondary prevention activities, and compile “lessons learned” in planning and delivering such activities, including effective prevention activities in terms of supportive structures, components, or infrastructure elements. Examples of APS prevention and intervention activities include, but are not limited to, the following:

- Conducting assessments for risk, safety, capacity, etc.
- Conducting case investigations
- On-going case management
- Case closures
- Referrals to other programs

- Identify strategies and best practices to improve the effectiveness and outcomes of APS prevention activities
 - Victims' services to reduce vulnerability to future, repeat abuse, neglect, and/or exploitation, including but not limited to programs designed to increase the independence and augment the functional status of the victim
 - Services or programs to address factors that are likely to make confirmed or substantiated perpetrators susceptible to perpetrating further abuse.
2. Provide specific and targeted technical assistance to state and local APS program administrators to facilitate the implementation of the strategies, best practices, and findings identified above, with the aim of improving their organizational, procedural, and systemic capacity and service delivery capabilities.
 3. Provide specific and targeted technical assistance to state and local APS programs on improving and enhancing APS data collection systems, with the aim of:
 - Enhancing what is known about the phenomena, scope, and magnitude of abuse, neglect, and exploitation, including risk and protective factors, in any given state by capturing risk, vulnerability, and protective factors for both the victim and the perpetrator, in addition to tracking reports of incidents; and Facilitating the participation of states in efforts to enhance what is known about the phenomena, scope, and magnitude of abuse, neglect, and exploitation, including risk and protective factors, in the U.S.
 - Facilitating the participation of states in efforts to enhance what is known about the phenomena, scope, and magnitude of abuse, neglect, and exploitation, including risk and protective factors, in the U.S.

ACL has identified the above targets to establish a vision for activities of the Resource Center. ACL does not expect the Resource Center to address all of the above targets each year. Therefore, applicants are not expected to address all of the targeted goals above. However, applications must identify which of the core targets of the Resource Center are the highest priority to accomplish and how the selected targets will be met. Applications will not be penalized for targeting only one or some of the goals, nor will points be awarded based on how many of the goals are targeted. Applications will be reviewed and scored on the merits of what is proposed, using the scoring criteria included in Section V.1. Applications must clearly describe and detail how they intend to fulfill the selected target(s), including:

- How, by whom, and in what timeframe will prevention strategies be identified?
- What technical assistance will be offered? How, by whom, and in what timeframe will technical assistance be delivered? How, by whom, and by what criteria will the recipients of technical assistance be chosen and the logistics of technical assistance be coordinated and managed?
- How will the project measure its impact – that is, the extent to which the quality and effectiveness of APS programs have been improved? How will the project assess the

relevance of its work – that is, the extent to which the activities undertaken were considered useful or important?

- How will the project perform a process evaluation? How will the applicant measure the quality of the project’s components, implementation strategies, etc?

Although applicants are expected to provide extensive detail and descriptions about their proposed projects, ACL also expects that the Resource Center will capture and be responsive to the changing needs and priorities of APS programs at the federal, state, and local level. Inherent in such flexibility is the ability to capitalize on and leverage new research findings, initiatives, and opportunities. Applications should discuss, and demonstrate to the fullest extent possible, how they will establish and maintain currency, and their capacity and plans to remain flexible in a changing environment.

Funds awarded under this program announcement may not be used to host, or support in any way, a local, regional, national, or international conference, colloquium, or convening of any type or for any purpose.

The primary applicant must carry out at least 75% of the substantive programmatic activities of the Resource Center. If subcontractors, subgrantees, or consultants are to be used, applicants must clearly explain the level of effort of the sub-recipient/s, detail how the sub-recipient/s are meaningfully integrated into the work of the Center throughout the course of the activity, and must provide letters of commitment from the proposed sub-recipient/s. Please see “Additional Information on Awards” under “Section II, Award Information” below for more details.

Section IV.2 below provides additional, detailed guidance on developing the application’s narrative description, work plan, and budget. Applicants should pay special attention to the guidance to clearly and systematically describe all proposed activities, to include language that explicitly demonstrates how the proposed activities will address the primary functions of the Resource Center; to describe essential resources (including personnel) and processes that these activities will involve or upon which the activities will depend; to identify expected outputs and outcomes; and to define the approaches, methods, and designs for program evaluation.

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$550,000
Expected Number of Awards:	1
Award Ceiling:	\$600,000 Per Project Period
Award Floor:	\$500,000 Per Project Period
Average Projected Award Amount:	\$550,000 Per Project Period

Length of Project Periods:

Other

This cooperative agreement will be forward-funded, and the budget period and project period will be for two (2) years.

Additional Information on Awards:

Awards made under this announcement are subject to the availability of federal funds.

AWARD INFORMATION

Award Type: Cooperative agreement

Estimated Federal Funds Available: \$550,000

Estimated Number of Awards: 1

Project Start Date: 9/30/2013

Estimated Length of Project: Two (2) Years

Under this competition, the Administration on Aging will award one (1) cooperative agreement for approximately \$550,000 to operate the National Elder Abuse and Neglect Prevention/Adult Protective Services Resource Center (Resource Center). This cooperative agreement will be forward-funded, and the budget period and project period will be for two (2) years.

The use of subcontractors, subgrantees, or consultants to execute the proposal's substantive programmatic activities may not constitute more than 25% of the total level of effort required to carry out all substantive programmatic activities at any time. If sub-recipients will be used to accomplish substantive programmatic activities, applications must clearly identify the projects where sub-recipients will be engaged, detail how sub-recipient are meaningfully integrated into the work of the Resource Center throughout the course of the activity, and clearly identify the total percentage of effort all sub-recipients will be estimated to provide. The transfer of substantive programmatic work does not include contracting for routine goods or services used in or in support of a grant.

Please note that the maximum 25% level of effort does not apply per project or task, but is a 25% maximum for all substantive programmatic activities “*in toto*”. Level of effort is measured in terms of the budget. Therefore, no more than 25% of the project’s total budget may be allocated to sub-recipients, including in-kind contributions or paid work. Letters of commitment are required for any proposed sub-recipient. Letters of commitment must specifically identify the work the sub-recipient is agreeing to do. Applications are required to identify sub-recipients for substantive programmatic work to ensure that the grant recipient of record is not acting as a conduit to another party (that may not be eligible to receive funding directly) and remains eligible for an award.

Description of ACL's Anticipated Substantial Involvement Under the Cooperative Agreement

This is a new cooperative agreement. ACL will be substantially involved in the Resource Center by reviewing products for compliance with federal grant rules and participating in planning and training activities, which will be determined by the needs and priorities of the ACL and the grantee. The cooperative agreement will include the following terms:

As provided by the terms of the Federal Grant and Cooperative Agreement Act of 1977 (P.L. 95-224), this Cooperative Agreement provides for the substantial involvement and collaboration of ACL in activities that the recipient organization will carry out in accordance with the provisions of the approved grant award.

The grantee agrees to execute the responsibilities outlined below:

- Fulfill all of the requirements of the grant initiative as outlined in this program announcement, including carrying out project activities as reviewed, approved, and awarded.
- Collaborate with the Administration for Community Living (ACL) in the execution of the work plan, and collaborate with ACL in understanding the programmatic and budgetary issues of the project. Based on these negotiations and emerging issues in the field, if necessary, the grantee will revise the project work plan and/or budget detailing expectations for major activities and products during the grant period.
- Evaluate the impact of the National Adult Protective Services Resource Center (Resource Center) activities, and provide recommendations on ways to enhance the program.
- Meet with the ACL project officer at least once each month, or at such other times as are agreed upon, to improve the effectiveness of the activities carried out under this Agreement.
- Collaborate with other entities to respond to requests for technical assistance concerning APS via email, telephone, or on-site when appropriate.
- Work with other interested stakeholders to foster an environment of multidisciplinary collaboration amongst those parties working to prevent or address elder abuse, neglect, and exploitation.
- Produce products and/or materials under this award that are accurate, objective, unbiased, and of high professional quality, and that do not violate federal, departmental, or agency grant rules. Before publicly disseminating materials developed under this grant, grantee will provide the ACL project officer a copy of the final product in order for the ACL project officer to have at least 15 business days to ensure the product meets the requirements set forth in the program announcement.
- Submit to the ACL project officer a final, clean copy of all data developed or supported with these grant funds, in the format in which it was developed or produced, as provided for in the HHS Grants Policy Statement and referenced in the Notice of Award. The HHS Grants Policy Statement defines “data” as: “recorded information, regardless of the form or media on which it may be recorded, and includes writings, films, sound recordings, pictorial reproductions, drawings, designs or other graphic representations, procedural manuals, forms, diagrams, work flow

charts, equipment descriptions, data files, data processing or computer programs (software), statistical records, and other research data” (p. II-69, Footnote 18).

- Include the following disclaimer on all products produced using grant funding for the Resource Center:

"This (report/document/etc.) was completed for the National Elder Abuse and Neglect Prevention/Adult Protective Services Resource Center and is supported in part by a grant (No. XXX) from the Administration for Community Living, U.S. Department of Health and Human Services (DHHS). Grantees carrying out projects under government sponsorship are encouraged to express freely their findings and conclusions. Therefore, points of view or opinions do not necessarily represent official Administration for Community Living or DHHS policy."

The ACL project officer agrees to execute the responsibilities outlined below:

- Perform the day-to-day Federal responsibilities of managing a grant initiative and will work with the grantee to ensure that the minimum requirements for the grant are met.
- Work cooperatively with the grantee to clarify the programmatic and budgetary issues to be addressed by the grantee project, and, as necessary, negotiate with grantee to achieve a mutually agreed upon solution to any needs identified by the grantee or ACL.
- Assist the grantee project leadership in understanding the policy concerns and/or priorities of ACL, the Department of Health and Human Services, and the federal government by conducting periodic briefings and by carrying out ongoing consultations. ACL will also share information with the grantee about other federally sponsored projects and activities relevant to the interests of the Resource Center and its activities.
- Provide technical advice to the grantee on the provision of technical support and associated tasks related to the fulfillment of the goals and objectives of this grant.
- Provide technical advice on grantee work products to ensure they are accurate, objective, unbiased, and of high professional quality, and that they do not violate federal, departmental, or agency grant rules. Before publicly disseminating materials developed under this grant, grantee will provide the ACL project officer a copy of the final product, and within 15 business days, the ACL project officer will provide guidance and feedback on whether the product meets the requirements set forth in the program announcement.
- Provide consultation to the grantee in identifying emerging issues and modifying workplan priorities as necessary as they relate to the goals and objectives of the Resource Center.
- Meet with the grantee project director at least once each month, or at such other times as are agreed upon, to improve the effectiveness of the activities carried out under this Agreement.

Requests to modify or amend this Cooperative Agreement may be made by either party at any time. Any modifications and/or amendments shall be effective upon the mutual

agreement of both parties.

Please see *Section IV.5 Funding Restrictions* for limitations on the use of federal funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Eligible Applicants

Domestic public or private non-profit entities including state and local governments, Indian tribal governments and organizations (American Indian/Alaskan Native/Native American), faith-based organizations, community-based organizations, hospitals, and institutions of higher education, are eligible to apply under this program announcement.

Letters of intent to apply are requested. Please transmit letters of intent to apply to Rebecca Mann by email to rebecca.mann@acl.hhs.gov or by fax to 202-357-3549.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards under this announcement.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: Yes

If applicable, remember, there are two types of match: 1) non-federal cash and 2) non-federal in-kind. In general, costs borne by the applicant and cash contributions of any and all third parties involved in the project, including sub-grantees, contractors and consultants, are considered matching funds. Volunteered time and use of facilities to hold meetings or conduct project activities may be considered in-kind (third party) donations. Examples of non-federal cash match includes budgetary funds provided from the applicant agency's budget for costs associated with the project. ACL encourages you to not exceed the minimum match requirement. Applications with a match greater than the minimum required will not receive additional consideration under the review. Match is not one of the responsiveness criteria as noted in Section III, 3 Application Disqualification Factors.

Under this Older Americans Act (OAA) program, ACL will fund no more than 75% of the project's total cost, which means the applicant must cover at least 25% of the project's total cost with non-Federal resources. In other words, for every three (3) dollars received in Federal funding, the applicant must contribute at least one (1) dollar in non-Federal resources toward the project's total cost. This "three-to-one" ratio is reflected in the formula included under Item 18 in Attachment A. You can use this formula to calculate your minimum required match. A common error applicants make is to match 25% of the Federal share, rather than 25% of the project's total cost.

$$[\text{Federal Funds Requested} \times \text{Match Percentage}] \div \text{Inverse Match Percentage} = \text{Match Requirement}$$

Example of match level:

$[\$100,000 \times 25\%(\text{match})] \div 75\% = \$33,333 \text{ in match}$

ACL takes very seriously the current downturn in the nation's economy; therefore ACL may waive the matching requirement where severe hardship is documented by the applicant. If you feel unable to meet the minimum matching requirement, please provide a written justification, which explains why you cannot meet the match through cash or in-kind contributions. The written justification must be signed by your authorized representative and submitted with your application through <http://www.grants.gov>. ACL will review your request and contact you should additional information or justification be necessary. Applicants are encouraged to make this hardship determination during the application phase; waiver requests made after awards have been issued will be reviewed on a case-by-case basis.

III.3. Other

DUNS Number and System for Award Management (SAM) Requirement

All applicants must have a DUNS number (www.dnb.com) and be registered with the System for Award Management (SAM, www.sam.gov) and maintain an active SAM registration until the application process is complete, and should a grant be made, throughout the life of the award. Finalize a new, or renew an existing, registration at least two weeks before the application deadline. This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application or receive an award. Maintain documentation (with dates) of your efforts to register or renew at least two weeks before the deadline. See the SAM Quick Guide for Grantees at: https://www.sam.gov/sam/transcript/SAM_Quick_Guide_Grants_Registrations-v1.6.pdf.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive sub-awards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

The agency is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, the agency:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Application Disqualification Factors

Applications that fail to meet the screening criteria described below will **not** be reviewed and will receive **no** further consideration.

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3. Submission Dates and Times* will be deemed non-responsive and will not be considered for funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 11:59 p.m., Eastern Time, on the due date, will be disqualified and will not be considered for competition.
- Electronically-submitted applications that fail the checks and validations at www.Grants.gov because the Authorized Organization Representative (AOR) does not have a current registration at the System for Award Management (SAM) at the time of application submission will be disqualified and will not be considered for competition.
- The Project Narrative section of the Application must be **double-spaced**, on 8 ½" x 11" plain white paper with **1" margins** on both sides, and a **font size of not less than 11**.
- **The Project Narrative must not exceed 20 pages.** NOTE: The Project Work Plan, Letters of Commitment, and Vitae of Key Project Personnel **are not counted** as part of the Project Narrative for purposes of the 20-page limit.

Unsuccessful submissions will require authenticated verification from <http://www.grants.gov> indicating system problems existed at the time of your submission. For example, you will be required to provide an <http://www.grants.gov> submission error notification and/or tracking number in order to substantiate missing the application deadline.

Responsiveness Criteria: Applications will be reviewed to determine whether they meet the following responsiveness criteria. Those that do not will be administratively eliminated from the competition and will not be reviewed.

A. *Qualifications:* The applicant appears to have demonstrated the following:

- Understanding of and experience operating public health prevention programs
- A history of work with adult protective services programs;
- A history of work in elder abuse, neglect, and exploitation issues;
- Ability to operate a resource center that provides support and information to local, statewide, regional, and/or national stakeholders.

It is not necessary that an applicant demonstrate existing, full capacity to carry out the activities of this grant program. Applicants are permitted to propose a period of “staffing up,” in which case their application must clearly detail how and in what timeframe this will be accomplished.

B. *Substantive Programmatic Involvement:* The application clearly identifies that the use

of subcontractors, subgrantees, or consultants to execute the proposal's substantive programmatic activities does not constitute more than 25% of the total level of effort required to carry out all substantive programmatic activities at any time. If sub-recipients will be used to accomplish substantive programmatic activities, applications must clearly identify the projects where sub-recipients will be engaged, detail how sub-recipients are meaningfully integrated into the work of the Resource Center throughout the course of the activity, and clearly identify the total percentage of effort all sub-recipients will be estimated to provide. The transfer of substantive programmatic work does not include contracting for routine goods or services used in or in support of a grant.

Please note that the maximum 25% level of effort does not apply per project or task, but is a 25% maximum for all substantive programmatic activities “*in toto*”. Level of effort is measured in terms of the budget. Therefore, no more than 25% of the project’s total budget may be allocated to sub-recipients, including in-kind contributions or paid work. Letters of commitment are required for any proposed sub-recipients. Letters of commitment must specifically identify the work the sub-recipient is agreeing to do. Applications are required to identify sub-recipients for substantive programmatic work to ensure that the grant recipient of record is not acting as a conduit to another party (that may not be eligible to receive funding directly) and remains eligible for an award.

IV. Application and Submission Information

IV.1. Address to Request Application Package

Address to Request Application Package

Application materials can be obtained from <http://www.grants.gov>

Please note, ACL is requiring applications for all announcements be submitted electronically through <http://www.grants.gov>. The Grants.gov (<http://www.grants.gov>) registration process can take several days. If your organization is not currently registered with <http://www.grants.gov>, please begin this process immediately. **For assistance with <http://www.grants.gov>, please contact them at support@grants.gov or 1-800-518-4726 between 7 a.m. and 9 p.m. Eastern Time.** At <http://www.grants.gov>, you will be able to download a copy of the application packet, complete it off-line, and then upload and submit the application via the Grants.gov website (<http://www.grants.gov>).

Applications submitted via <http://www.grants.gov>:

- You may access the electronic application for this program on <http://www.grants.gov>. You must search the downloadable application page by the Funding Opportunity Number or CFDA number.
- At the <http://www.grants.gov> website, you will find information about submitting an application electronically through the site, including the hours of operation. ACL strongly recommends that you do not wait until the application due date to begin the application process through <http://www.grants.gov> because of the time involved to complete the registration process.
- All applicants must have a Dun and Bradstreet (D&B) Data Universal Numbering

System (DUNS) number and register in the System for Award Management (SAM). You should allow a minimum of **five days** to complete the SAM registration.

- **Note:** Failure to submit the correct suffix can lead to delays in identifying your organization and access to funding in the Payment Management System.
- Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive federal grant funds from any HHS Operating/Staff Division (OPDIV/STAFFDIV) **or receive sub-awards directly from the recipients of those grant funds** to:
 1. Be registered in the SAM prior to submitting an application or plan;
 2. Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
 3. Provide its DUNS number in each application or plan it submits to the OPDIV.

An award cannot be made until the applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, the OPDIV/STAFFDIV:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Additionally, all first-tier sub-award recipients must have a DUNS number at the time the sub-award is made.

- Since October 1, 2003, The Office of Management and Budget has required applicants to provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number when applying for federal grants or cooperative agreements. It is entered on the SF-424. It is a unique, **nine-digit identification number**, which provides unique identifiers of single business entities. The DUNS number is *free and easy* to obtain.
- Organizations can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-866-705-5711 or by using this link to access a guide:
http://www.whitehouse.gov/sites/default/files/omb/grants/duns_num_guide.pdf
- You must submit all documents electronically, including all information included on the SF-424 and all necessary assurances and certifications.
- Prior to application submission, Microsoft Vista and Office 2007 users should review the <http://www.grants.gov> compatibility information and submission instructions provided at <http://www.grants.gov> (click on “**Vista and Microsoft Office 2007 Compatibility Information**”).
- **Your application must comply with any page limitation requirements described in this Program Announcement.**
- After you electronically submit your application, you will receive an automatic acknowledgement from <http://www.grants.gov> that contains <http://www.grants.gov> tracking number. The Administration for Community Living

will retrieve your application form from <http://www.grants.gov>.

- After the Administration for Community Living retrieves your application form from <http://www.grants.gov>, a return receipt will be emailed to the applicant contact. This will be in addition to the validation number provided by <http://www.grants.gov>.
- Each year organizations registered to apply for federal grants through <http://www.grants.gov> will need to renew their registration with the System for Awards Management (SAM). You can register with the SAM online and it will take about 30 minutes (<http://www.sam.gov>).

Contact person regarding this Program Announcement:

Rebecca Mann

Administration for Community Living

Administration on Aging

Phone: (202) 357-3423

Email: rebecca.mann@acl.hhs.gov

IV.2.1 Content and Form of Application Submission

Partner Standard Format and PO-Specific Format Requirements For All Applications:

Authorized Organizational Representative (AOR)

The individual(s), named by the applicant/recipient organization, who is authorized to act for the applicant/recipient and to assume the obligations imposed by the federal laws, regulations, requirements, and conditions that apply to grant applications or awards.

Each applicant must designate an Authorized Organizational Representative (AOR). An AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the federal laws, regulations, requirements, and conditions that apply to the grant application or awards.

AOR Authorization is part of the registration process at www.Grants.gov where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Award Management (SAM).

Point of Contact

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

Follow the instructions provided in the formatting section to ensure that your application can be printed efficiently and consistently for the competitive review.

Observe page limitations.

All applicants must follow the instructions provided in this section. Be sure to print all attachments (components) on paper and count the number of pages before submission. Keep the printed copy as a hard copy of your application for your files.

ELECTRONIC APPLICATIONS SUBMITTED VIA www.Grants.gov:

Electronic applications will only be accepted via www.Grants.gov. The Agency will not accept applications submitted via email or via facsimile. Only applications, which pass the Grants.gov validation check, will be acknowledged.

Please read this section carefully before beginning application submission. It is mandatory to follow the instructions provided in this section to ensure that your application can be printed efficiently and consistently for review.

Copies Required

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

NOTE: Applications submitted via www.Grants.gov will undergo a validation check. See *Section IV.2. Application Submission Options* and *Section IV.3. Submission Due Dates and Times, Explanation of Due Dates*. The validation check can affect whether the application is accepted for review. Applications that fail the www.Grants.gov validation check will not be transmitted to the Agency. If the application fails the validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will be disqualified.

Signatures

Follow the AOR Authorization and E-Biz POC instructions provided at www.Grants.gov.

Required OMB-Approved and Standard Forms (SFs)

www.Grants.gov provides its own protocols for the submission of OMB-approved and Standard Forms (SFs) such as the SF-424 application and budget forms and the SF-P/PSL, Project/Performance Site Location form. See *Section IV.2. Required Forms, Assurances, and Certifications* for required OMB-approved Standard Forms and required assurances and certifications.

Application Package Components

Applications must be divided into the sections listed in the table. **It is important that**

each component is submitted in a separate electronic file. Page limitations apply to the Project Description document and the Appendices and the following:

- The Project Summary/Abstract is limited to one single-spaced page.
- The Project Narrative is limited to 20 double spaced pages.

Application Package Components	Page Limitations
Required Standard Forms (SFs) and/or OMB-approved Forms	No page limitations.
Required Certifications and Assurances	No page limitations.
Project Summary/Abstract	One page limitation, single-spaced, font size of no less than 11 point
Project Narrative	20 pages in double-spaced format with a font size of no less than 11-point and included items are listed later in this section. The 20 page project description <i>does not</i> include the project abstract/summary, table of contents, appendix, budget and budget narrative, or the standard forms.
Budget Justification	Submit a 3-5 year budget in accordance with program announcement requirements with line-item detail with justification narrative. The Budget Justification should be no longer than 10 pages.
Proof of Legal Status/Proof of Non-Profit Status	No page limitations.

The required content of the Project Narrative and any Appendices, and their page limits, are listed later in this section.

With the exception of the required Standard Forms (SFs), all application materials must be formatted so that they will print out onto 8 ½" x 11" white paper with 1-inch margins. **All pages of the application component, i.e., Project Narrative, Budget Justification, Appendices, must be sequentially numbered.** Applicants should print all attachments on paper and count the number of pages before submitting the application. Applicants should keep a hard copy of the submitted application package for their files.

All elements of the application submission, with the exception of the one-page Project Summary/Abstract, the Budget Justification, required Assurances and Certifications, and proof of legal status/non-profit status, must be in double-spaced format in 11-point font.

The Project Summary/Abstract is required to be one single-spaced page in a font size not less than 11-point. The Budget Justification may be single-spaced, in a font size not less than 11-point and should be no more than 10 pages.

Applicants must follow the instructions provided in this section:

Carefully observe the file naming conventions required by www.Grants.gov.

Limit file names to 50 characters and do not use special characters (example: &,-,*,%,/,#) including periods (.), blank spaces, and accent marks, within application form fields, and file attachment names. An underscore (_) may be used to separate a file name.

Use only file formats supported by the Agency.

It is critical that applicants only submit application components using the supported file formats listed here. Documents in file formats that are not supported by the Agency will be removed from the application and will not be used in the competitive review. This may make the application incomplete and the Agency will not make any awards based on an incomplete application.

The Agency supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do not encrypt or password-protect the electronic application files!

If the Agency cannot access submitted electronic files because they have been encrypted or are password protected, the affected file will be removed from the application and will not be used in the competitive review. This may make the application incomplete and the Agency will not make any awards based on an incomplete application.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available at

Grants.govFormsRepository unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
--	------------------------	---------------------

<p>SF-LLL - Disclosure of Lobbying Activities</p>	<p>If applicable, submission of this form is due prior to the time of application. It may also be submitted prior to the award of a grant.</p>	<p>If any non-award funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.</p>
<p>Work plan</p>	<p>Submit a work plan in accordance with the funding opportunity announcement requirements</p>	

<p>SF-424A - Budget Information - Non-Construction Programs and</p> <p>SF-424B - Assurances - Non-Construction Programs</p>	<p>Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.</p>	<p>Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.</p>
<p>SF-424 - Application for Federal Assistance</p>	<p>Submission is required for all applicants by the application due date.</p>	<p>Required for all applications.</p>
<p>Certification Regarding Lobbying</p>	<p>Submission required of all applicants with the application package. If it is not submitted with the application package, it may also be submitted prior to the award of a grant.</p>	<p>Submission of this Certification is required for all applications.</p>
<p>DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.</p>	<p>Required for all applicants. A DUNS number is required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/webform.</p> <p>SAM registration is available at http://www.sam.gov. Active registration at SAM must be maintained throughout the application and project award period.</p>	<p>A DUNS number and SAM registration are eligibility requirements for all applicants.</p> <p>See <i>Section III.3. Other</i> for information on obtaining a DUNS number and registration at http://www.sam.gov.</p>

Additional Assurances and Certifications

N/A

IV.2.2 Project Narrative

Letter of Intent

Applicants are strongly encouraged to notify ACL of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in *Section IV.3 Submission Dates and Times*.

The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person.

Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. **The letter of intent is optional.** Failure to submit a letter of intent **will not** impact eligibility to submit an application and **will not** disqualify an application from competitive review.

Project Narrative

The Project Narrative must be double-spaced, on 8 ½" x 11" paper with 1" margins on both sides, and a font size of not less than 11. You can use smaller font sizes to fill in the Standard Forms and Sample Formats. The suggested length for the Project Narrative is ten to twenty pages; twenty pages is the maximum length allowed. ACL will not accept applications with a Project Narrative that exceeds 20 pages. The Project Work Plan, Letters of Commitment, Summary/Abstract and Vitae of Key Personnel are not counted as part of the Project Narrative for purposes of the 20-page limit, but all of the other sections noted below are included in the limit.

The components of the Project Narrative counted as part of the 20 page limit include:

Problem Statement Goal(s) and Objective(s) Proposed Intervention
Special Target Populations and Organizations
Outcomes
Project Management Evaluation Dissemination
Organizational Capability

The Project Narrative is the most important part of the application, since it will be used as the primary basis to determine whether or not your project meets the minimum requirements for grants issued by the Administration for Community Living. The Project Narrative should provide a clear and concise description of your project.

Summary/Abstract

Please Note: The Summary/Abstract is not counted as part of the 20 page limit.

This section should include a brief - no more than 265 words maximum - description of the proposed project, including: goal(s), objectives, outcomes, and products to be developed. (Please reference the summary/abstract template included under the Downloads for this Funding Opportunity Announcement as posted at http://www.acl.gov/Funding_Opportunities/Announcements/Index.aspx).

Problem Statement

This section should describe, in both quantitative and qualitative terms, the nature and scope of the specific and particular problem or issue, and the proposed intervention designed to address it. It should detail how the project will potentially affect the targeted population and other interested stakeholders, as identified. It is recommended that applicants focus their problem statement on the specific aspects of the history, extant literature, current status, and policy considerations bearing on the development of elder abuse prevention and intervention programs, including APS programs, and the roles of the national, state, and local agencies responsible for their operation, rather than providing a broad or sweeping historical overview that is not directly related to the proposed interventions and activities.

Goal(s) and Objective(s)

This section should consist of a description of the project's goal(s) and major objectives. Unless the project involves multiple, complex interventions, we recommend you have only one overall goal.

Proposed Intervention

This section should provide a clear and concise description of the intervention you are proposing to use to address the problem described in the "Problem Statement". Applicants are expected to explain the rationale for using a particular intervention and to present a clear connection between identified system gaps and needs and the proposed activities. Proposals should detail the nature of the activities to be undertaken, how they address system gaps and identified issues, and how they will assist in achieving the overall project goals and objectives. Clarification as to why these specific activities were selected is appropriate (i.e. has this approach been successful in other settings? Does the research suggest this direction?). Also note any major barriers you anticipate encountering and how your project will be able to overcome those barriers. At minimum, applicants should:

1. Indicate a plan for addressing the problems or issues nationally. Provide detailed descriptions of specific products or outcomes proposed for development or modification.
2. Demonstrate how technology will be incorporated to advertise and advance programs and services, provide training and/or technical assistance, and disseminate information and products.
3. Describe the role and makeup of potential subrecipients who are intended to be

involved in completing specific tasks, and identify the percentage of level of effort (not to exceed a total of 25%) subrecipients are anticipated to provide in completing programmatic activities.

4. Provide specifics about the intervention strategies, expected outcomes, and barriers for all anticipated years of the grant (3).

Work Plan

(Please reference the optional Sample Work Plan Template included under the Downloads for this Funding Opportunity Announcement as posted at

http://www.acl.gov/Funding_Opportunities/Announcements/Index.aspx)

The Project Work Plan should reflect, and be consistent with, the Project Narrative and Budget, and must cover all two (2) years of the project period. However, each year's activities should be fully attainable in one budget year. Multi-year activities may be proposed, as well as activities that build upon each other, but each phase of the project must be discreet and attainable within a single budget year. The Work Plan should include a statement of the project's overall goal, anticipated outcome(s), key objectives, and the major tasks, action steps, or products that will be pursued or developed to achieve the goal and outcome(s). For each major task of each year, action step, or product, the work plan should identify the timeframes involved (including start- and end-dates), and the lead person responsible for completing the task. There are no page limits for completing the Work Plan.

Special Target Populations and Organizations

This section should describe how you plan to involve community-based organizations in a meaningful way in the planning and implementation of the proposal project. This section should also describe how the proposed intervention will target disadvantaged populations, including limited-English speaking populations. Additionally, this section should outline who the applicant considers vested stakeholders in the successful operation of APS programs, how they were/will be identified, and how they will be meaningfully incorporated into the project.

Outcomes

This section of the project narrative must clearly identify the measurable outcome(s) that will result from the project. ACL will not fund any project that does not include measurable outcomes. In addition to discussion in the narrative, applicants must describe how they envision the project will benefit the field of adult protective services at large. List measurable outcomes in the work plan grid under "Measurable Outcomes" in addition to any discussion included in the narrative along with a description of how the project might benefit the field at large

A "measurable outcome" is an observable end-result that describes how a particular intervention benefits consumers. It demonstrates the "impact" of the intervention. For example, a change in a client's financial, health, and/or functional status; mental well-being; knowledge; skill; attitude; awareness; or behavior. Additional examples

include: a change in the responsiveness or cost-effectiveness of a service delivery system; a new model of support or care that can be replicated; new knowledge; a measurable increase in community awareness; or a measurable increase in persons receiving services. A measurable outcome is not a measurable “output”, such as: the number of clients served; the number of training sessions held; or the number of service units provided.

You should keep the focus of this section on describing what outcome(s) will be produced by the project. You should use the Evaluation section noted below to describe how the outcome(s) will be measured and reported.

Your application will be scored on the clarity and nature of your proposed outcomes, not on the number of outcomes cited. It is totally appropriate for a project to have only ONE outcome that it is trying to achieve through the intervention reflected in the project’s design.

Project Management

This section should include a clear delineation of the roles and responsibilities of project staff, consultants and partner organizations, and how they will contribute to achieving the project’s objectives and outcomes. It should specify who would have day-to-day responsibility for key tasks and a discussion of how much time each position contributes to the project such as: leadership of project; monitoring the project’s on-going progress, preparation of reports; communications with other partners and ACL. It should also describe the approach that will be used to monitor and track progress on the project’s tasks and objectives. ACL expects that, throughout the grant period, the Project Director will have involvement in, and substantial knowledge about, all aspects of the project.

Evaluation

This section should describe the methods that you will use to evaluate whether or not the proposed intervention achieves its measurable outcome(s) and assess and evaluate the impact of activities for which you are applying. You should describe the quantitative and qualitative tools and techniques that you will employ to measure the outcome(s) and how you will identify and document the “lessons learned.”

Dissemination

This section should describe the method that will be used to disseminate the project’s results and findings in a timely manner and in easily understandable formats, to parties who might be interested in using the results of the project. Applicants should propose approaches to informing parties who might be interested in using the results of the project to inform practice, service delivery, program development, and/or policy-making, including and especially those parties who would be interested in replicating the project. As the National APS Resource Center is expected to address the needs of APS programs across the country, ACL expects that nationwide dissemination of products and knowledge will occur.

Organization Capability

Each application should include an organizational capability statement and vitae for key project personnel. The organizational capability statement should describe how the applicant agency (or the particular division of a larger agency which will have responsibility for this project) is organized, the nature and scope of its work and/or the capabilities it possesses.

This description should cover capabilities of the applicant agency not included in the program narrative, such as any current or previous relevant experience and/or the record of the project team in preparing cogent and useful reports, publications, and other products. If appropriate, include an organization chart showing the relationship of the project to the current organization. Please attach a short vitae for key project staff only. Neither vitas nor an organizational chart will count towards the narrative page limit.

In this section, it is important to discuss and demonstrate the following:

- Understanding of and experience operating public health prevention programs
- A history of work with adult protective services programs;
- A history of work in elder abuse, neglect, and exploitation issues;
- Ability to operate a resource center that provides support and information to local, statewide, regional, and/or national stakeholders.

It is not necessary that an applicant demonstrate existing, full capacity to carry out the activities of this grant program. Applicants are permitted to propose a period of “staffing up,” in which case their application must clearly detail how and in what timeframe this will be accomplished.

Also include information about any contractual and/or supportive staff/organization(s) that will have a secondary role(s) in implementing project and achieving project goals. This section is another place where it is appropriate to identify that sub-recipients do not constitute more than 25% of the level of effort your organization will expend on substantive programmatic activities.

As discussed in “Additional Information on Awards” under “Section II, Award Information” above, the use of subcontractors, subgrantees, or consultants to execute the proposal's substantive programmatic activities may not constitute more than 25% of the total level of effort required to carry out all substantive programmatic activities at any time. If sub-recipients will be used to accomplish substantive programmatic activities, applications must clearly identify the projects where sub-recipients will be engaged, detail how sub-recipient are meaningfully integrated into the work of the Resource Center throughout the course of the activity, and clearly identify the total percentage of effort all sub-recipients will be estimated to provide. The transfer of substantive programmatic work does not include contracting for routine goods or services used in or in support of a grant.

Please note that the maximum 25% level of effort does not apply per project or task, but is a 25% maximum for all substantive programmatic activities “*in toto*”. Level of effort is measured in terms of the budget. Therefore, no more than 25% of the project's total budget may be allocated to sub-recipients, including in-kind contributions or paid work. Letters of

commitment are required for any proposed sub-recipient. Letters of commitment must specifically identify the work the sub-recipient is agreeing to do. Applications are required to identify sub-recipients for substantive programmatic work to ensure that the grant recipient of record is not acting as a conduit to another party (that may not be eligible to receive funding directly) and remains eligible for an award.

Budget Narrative/Justification

Applicants requesting funding for a multi-year grant program are **REQUIRED** to provide a detailed Budget Narrative/Justification for **EACH** potential year of grant funding requested. Because the proposal must demonstrate a clear and strong relationship between the stated objectives, project activities, and the budget, the budget justification should describe the cost estimated per proposed project, activity, or product. This budget justification should define the amount of work that is planned and expected to be performed and what it will cost. This will also be used to help determine if subrecipients constitute more than 25% of the total level of effort to carry out programmatic activities.

Letters of Commitment from Subrecipient Organizations and Agencies

Letters of Commitment are **REQUIRED** for all organizations and entities that have been specifically named as a sub-recipient to carry out substantive, programmatic aspects of the project. The signed letters of commitment ***must detail*** the specific role and resources that will be provided, or activities that will be undertaken, in support of the applicant. The organization's expertise, experience, and access to the targeted population(s) should also be described in the letter of commitment.

Letters of commitment are not the same as letters of support. Letters of support are letters that are general in nature that speak to the writer's belief in the capability of an applicant to accomplish a goal/task. Letters of support also may indicate an intent or interest to work together in the future, but they lack specificity. Applicants should **NOT** provide letters of "support," and letters of support such as this will be removed from the application package and not considered during the review.

For applications submitted electronically via <http://www.grants.gov>, signed letters of commitment should be scanned and included as attachments. Applicants unable to scan the signed letters of commitment may fax them to the ACL Office of Grants Management at 202-357-3467 by the application submission deadline. In your fax, be sure to include the funding opportunity number and your agency name.

IV.2.3 Content and Form of Application Submission

Electronic Submission via www.Grants.gov

- Additional guidance on the submission of electronic applications can be found at http://www.grants.gov/applicants/get_registered.jsp.
- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on federal holidays.
- Applicants should always retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Contact Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. Agency Contacts* will determine whether the submission issues are due to Grants.gov system errors or user error.**

IV.3. Submission Dates and Times

Due Date for Letter of Intent

Due Date for Letter of Intent

Applicants are requested, but not required, to submit a letter of intent to apply for this funding opportunity to assist ACL in planning for the application independent review process. The purpose of the letter of intent is to allow our staff to estimate the number of independent reviewers needed and to avoid potential conflicts of interest in the review. Letters of intent should be sent to the contact person for this announcement (See Section IV.1)

Due Date for Letter of Intent: **08/15/2013**

Due Date for Applications: **09/09/2013**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Application Disqualification Factors*.

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applications that fail to meet the application due date will not be reviewed and will receive no further consideration. You are strongly encouraged to submit your application a minimum of 3-5 days prior to the application closing date. Do not wait until the last day in the event you encounter technical difficulties, either on your end or, with <http://www.grants.gov>. Grants.gov can take up to 48 hours to notify you of a successful

submission.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2.*

Request an Exemption from Required Electronic Application Submission.

The agency does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at http://www.grants.gov/applicants/apply_for_grants.jsp.

Please note:

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time that fail the Grants.gov validation check will not be received at ACL. **These applications will not be acknowledged.** Applications that fail the Grants.gov validation check will not be transmitted to ACL though they may have been submitted on time.

Each time an application is submitted via www.Grants.gov, the application will receive a new date and time-stamp. Only those applications with date and time-stamps that result in a validated application, which is transmitted to ACL, will be acknowledged.

Extensions and/or Waiving Due Date and Receipt Time Requirements

ACL may extend an application due date and receipt time when circumstances make it impossible for applicants to submit their applications on time. These events include natural disasters (floods, hurricanes, tornados, etc.), or when there are widespread disruptions of electrical service, or mail service, or in other rare cases. The determination to extend or waive due date and/or receipt time requirements rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. Agency Contacts*.

Acknowledgement from www.Grants.gov of an electronic application's submission:

Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of the application's submission. The date and time-stamp must reflect a submission time on, or before, 11:59 p.m., ET, on the application due date. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Each time an application is submitted, or resubmitted, via www.Grants.gov, the application will receive a new date and time-stamp. Only those applications with on-time date and

time-stamps that result in a validated application, which is transmitted to ACL, will be acknowledged.

Applicants will be provided with an acknowledgement from www.Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACL and will not be acknowledged.

See "[WhattoExpectAfterSubmitting](#)" at www.Grants.gov for more information.

IV.4. Intergovernmental Review of Federal Programs

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants or cooperative agreements awarded under this funding opportunity announcement.

Grant awards may not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

Funds awarded under this program announcement may not be used to host, or support in any way, a local, regional, national, or international conference, colloquium, or convening of any type or for any purpose.

In accordance with Public Law 112-74 Section 503(b), no part of any appropriation contained in the act or transferred shall be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action, or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body, other than for normal and recognized executive-legislative relationships or participation by an agency or officer of a State, local or tribal government in policymaking and administrative processes within the executive branch of that government. No Federal funds provided by ACL/HHS are permitted to be used by grantees for lobbying or to influence, directly or indirectly, specific pieces of pending or proposed legislation at the federal, state, or local levels.

IV.6. Other Submission Requirements

Rebecca Mann Administration on
Aging Administration For Community
Living
U.S. Department of Health and Human Services
Washington , DC 20201

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

V. Application Review Information

V.1. Criteria

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

Applications are scored by assigning a maximum of 100 points across four criteria:

- Purpose and Need for Assistance - (10 points);
- Approach/Method - Work Plan and Activities - (30 points);
- Outcomes/Evaluation/Dissemination - (30 points); and
- Level of Effort - (30 points).

Purpose and Need for Assistance

Maximum Points:

10

Does the application adequately and appropriately describe and document the key problem(s)/condition(s) relevant to its purposes? Is the proposed project justified in terms of the most recent, relevant, and available information and knowledge? Does the applicant demonstrate a familiarity with the history, extant literature, current status, and policy considerations bearing on the development of elder abuse prevention and intervention programs, including APS programs; public health prevention programs, and the roles of the national, state, and local agencies responsible for their operation?

Approach, Work Plan and Activities

Maximum Points:

30

Is the intervention for the activities described clearly defined? Does it reflect a coherent and feasible approach for successfully addressing the identified problem and achieving the identified outcome(s)? Does the project take into account barriers and opportunities that exist in the larger environment that may impact on the project's success? Does the intervention optimize the use of potential partnerships with other organizations and/or consumer groups, as appropriate? Does the applicant indicate a plan for achieving projects of national scope?

Is the project work plan clear and comprehensive? Does it include sensible and feasible timeframes and milestones for the accomplishment of tasks presented? Are the activities described in the application consistent with AoA priorities? Does the work plan include specific objectives and tasks that are linked to measurable outcomes? Is it clear who will be doing the work? That is, are the roles and responsibilities of project staff and subgrantees/subcontractors clearly defined and linked to specific objectives and tasks?

Does the application describe how local, community-based organizations will be involved in a meaningful way in the planning and implementation of the proposed project(s)? Does the approach include groups that work with underrepresented populations within its target population? Does the application outline who are considered vested stakeholders, how they were/will be identified, and how they will be meaningfully incorporated into the project.

Project Outcomes, Evaluation and Dissemination

Maximum Points:
30

Does the applicant provide detailed descriptions of specific *products and outcomes* proposed for development or modification? Are the expected project benefits/results clear, realistic, and consistent with the objectives and purpose? Are the anticipated outcomes of the proposed project likely to be achieved and will they significantly benefit the populations affected by the intervention, adult protective services programs, and the field of aging as a whole? Are the proposed outcomes quantifiable and measurable, consistent with the definition of a project outcome contained in the Program Announcement?

Does the project **evaluation** reflect a thoughtful and well-designed approach that will be able to successfully measure whether or not the project has achieved its proposed outcome(s)? Does the plan include the qualitative and/or quantitative methods necessary to reliably measure outcomes? Is the evaluation also designed to capture the relevance of the activities undertaken? Does it capture "lessons learned" from the overall effort that might be of use to others in improving or enhancing adult protective services programs, especially those who might be interested in replicating any or all of the project's approaches?

Does the proposal demonstrate creativity in how they will incorporate technology to advertise their programs and services and **disseminate** information and products to all appropriate audiences? Will the dissemination plan get relevant and easy to use information in a timely manner to parties that might be interested in using or replicating any or all of the project's approaches or findings?

Level of Effort

Maximum Points:

30

Do the proposed project director(s), key staff, and subrecipients have the background, experience, and other qualifications required to carry out their designated roles, as described in Section I of the program announcement? To what degree does the applicant demonstrate:

- Understanding of and experience operating public health prevention programs
- A history of work with adult protective services programs;
- A history of work in elder abuse, neglect, and exploitation issues;
- Ability to operate a resource center that provides support and information to local, statewide, regional, and/or national stakeholders.

(It is not necessary that an applicant demonstrate existing, full capacity to carry out the activities of this grant program. Applicants are permitted to propose a period of “staffing up,” in which case their application must clearly detail how and in what timeframe this will be accomplished.)

Is the level of effort of the project staff, consultants, and/or subrecipients appropriate and adequate to carry out the project? Does the proposal include a clear and coherent management plan? Do sub-recipients constitute no more than 25% of the total level of effort needed to carry out substantive, programmatic activities? Is the time commitment of the proposed director and other key project personnel sufficient to assure proper direction, management, and timely completion of the project, and have they demonstrated that the proposed time commitment is feasible in consideration of other obligations and responsibilities? Are Letters of Commitment included from organizations/individuals identified as sub-recipients, as appropriate, and do they detail the clear commitment and areas of responsibility of those organizations/individuals, consistent with the work plan description of their intended roles and contributions?

Does the application adequately describe the budget, budget narrative, and budget justification, as requested in the project narrative? Does the budget justification provide a detailed breakdown of cost per project, activity, or product? Is the budget justified with respect to the adequacy and reasonableness of resources requested? Are budget line items clearly delineated and consistent with work plan objectives? Is the project cost-effective and programmatically efficient, maximizing Federal and all other resources?

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have active registration at www.sam.gov.

Initial Screening

Each application will be screened to determine whether it meets one of the following disqualification criteria as described in *Section III.3. Application Disqualification Factors*:

- Applications that are designated as late according to *Section IV.3. Submission Dates and Times*,
- The Project Narrative section of the Application must be **double-spaced**, on 8 ½" x 11" plain white paper with **1" margins** on both sides, and a **font size of not less than 11**.
- **The Project Narrative must not exceed 20 pages.** NOTE: The Project Work Plan, Letters of Commitment, and Vitae of Key Project Personnel **are not counted** as part of the Project Narrative for purposes of the 20-page limit.

For those applications that have been disqualified under the initial screening, notice will be provided by postal mail or by email. See *Section IV.3. Explanation of Due Dates* for information on Grants.gov's and the Agency's acknowledgment of received applications.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by the Agency in the selection of projects for funding; however, objective review scores and rankings are not binding. They are one element in the decision-making process.

The Agency may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. The Agency will also consider the geographic distribution of federal funds in its award decisions.

Final award decisions will be made by the Administrator for the Administration of Community Living, or designee. In making these decisions, the Administrator will take into consideration: recommendations of the review panel; reviews for programmatic and grants management compliance; the reasonableness of the estimated cost to the government considering the available funding and anticipated results; and the likelihood that the proposed project will result in the benefits expected.

Responsiveness Criteria: Applications will be reviewed to determine whether they meet the following responsiveness criteria. Those that do not will be administratively eliminated from the competition and will not be reviewed.

A. *Qualifications:* The applicant appears to have demonstrated the following:

- Understanding of and experience operating public health prevention programs
- A history of work with adult protective services programs;
- A history of work in elder abuse, neglect, and exploitation issues;
- Ability to operate a resource center that provides support and information to local, statewide, regional, and/or national stakeholders.

It is not necessary that an applicant demonstrate existing, full capacity to carry out the activities of this grant program. Applicants are permitted to propose a period of “staffing up,” in which case their application must clearly detail how and in what timeframe this will be accomplished.

B. *Substantive Programmatic Involvement:* The application clearly identifies that the use of subcontractors, subgrantees, or consultants to execute the proposal's substantive programmatic activities does not constitute more than 25% of the total level of effort required to carry out all substantive programmatic activities at any time. If sub-recipients will be used to accomplish substantive programmatic activities, applications must clearly identify the projects where sub-recipients will be engaged, detail how sub-recipient are meaningfully integrated into the work of the Resource Center throughout the course of the activity, and clearly identify the total percentage of effort all sub-recipients will be estimated to provide. The transfer of substantive programmatic work does not include contracting for routine goods or services used in or in support of a grant.

Please note that the maximum 25% level of effort does not apply per project or task, but is a 25% maximum for all substantive programmatic activities “*in toto*”. Level of effort is measured in terms of the budget. Therefore, no more than 25% of the project’s total budget may be allocated to sub-recipients, including in-kind contributions or paid work. Letters of commitment are required for any proposed sub-recipients. Letters of commitment must specifically identify the work the sub-recipient is agreeing to do. Applications are required to identify sub-recipients for substantive programmatic work to ensure that the grant recipient of record is not acting as a conduit to another party (that may not be eligible to receive funding directly) and remains eligible for an award.

For those applications that have been disqualified under the initial screening, notice will be provided by postal mail or by email. See *Section IV.3. Explanation of Due Dates* for information on Grants.gov's and the Agency's acknowledgment of received applications.

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by the Agency and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

V.3. Anticipated Announcement and Award Dates

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or current Grants Management System. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.5 Funding Restrictions*.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 CFR. Part 74 (Awards And Sub-awards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 CFR. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (CFR) is available at <http://www.gpo.gov>.

An application funded with the release of federal funds through a grant award does not constitute, or imply, compliance with federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable federal regulations.

The award is also subject to DHHS Administrative Requirements, which can be found in

45CFR Part 74 and 92 and the Standard Terms and Conditions, included in the Notice of Award as well as implemented through the HHS Grants Policy Statement located at <http://www.hhs.gov/grantsnet/adminis/gpd/index.htm>.

VI.3. Reporting

Grantees under this funding opportunity announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

Performance Progress Reports (PPR)

Notice of Award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their Notice of Award documents to determine the appropriate performance progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period.

Federal Financial Reports (FFR)

As of March 1, 2011, HHS began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the Agency will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS or at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected Agency grantees will be required to submit an SF-425

report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

For budget periods ending in the months of: The FFR (SF-425) is due on:

January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/grants_forms and www.forms.gov. Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis.

For planning purposes, the Agency reporting periods for awards made under this announcement are as follows:

Program Progress Reports:	Semi-Annually
Financial Reports:	Annually

FFATA and FSRs Reporting

The Federal Financial Accountability and Transparency Act (FFATA) requires data entry at the FFATA Subaward Reporting System (<http://www.FSRs.gov>) for all sub-awards and sub-contracts issued for \$25,000 or more as well as addressing executive compensation for both grantee and sub-award organizations.

For further guidance please see the following link:

http://www.aoa.gov/AoARoot/Grants/Reporting_Requirements/index.aspx

Prevention and Public Health Fund (PPHF) Reporting

In addition to the semi-annual progress reports described above, Prevention and Public Health Fund (PPHF) award recipients must also agree to the following conditions.

Recipients agree to separately identify to each sub-recipient, and document at the time of sub-award and the time of disbursement of funds, the Federal award number, and CFDA number 93.747 for 2013 PPHF fund purposes, and amount of PPHF funds.

The PPHF award requires the recipient to complete projects or activities which are funded under the 2012 Prevention and Public Health Fund (PPHF) and to report on use of PPHF funds provided through this award. Information from these reports will be made available to

the public.

Recipients awarded a grant, cooperative agreement, or contract from such funds with a value of \$25,000 or more shall produce reports on a semi-annual basis with a reporting cycle of January 1 – June 30 and July 1 – December 31; and email such reports (in 508 compliant format) to the HHS grants management official assigned to the grant or cooperative agreement no later than 20 calendar days after the end of each reporting period (i.e., July 20 and January 20, respectively). Recipient reports shall reference the notice of award number and title of the grant or cooperative agreement, and include a summary of the activities undertaken and identify any sub-grants or sub-contracts awarded (including the purpose of the award and the identity of the [sub] recipient).

VII. Agency Contacts

Program Office Contact

Rebecca Mann Administration on
Aging Administration for Community
Living
U.S. Department of Health and Human Services
Washington, DC 20201
Phone: (202) 357-3423
Email: rebecca.mann@acl.hhs.gov

Office of Grants Management Contact

Sean Lewis
Email: Sean.lewis@acl.hhs.gov

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (**TTY** - Text Telephone or **ASCII** - American Standard Code For Information Interchange).

VIII. Other Information

Reference Websites

Administration for Community Living (ACL) Funding Opportunity Announcements:
http://www.acl.gov/www.acl.gov/Funding_Opportunities/Announcements/Index.aspx

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>.

Catalog of Federal Domestic Assistance (C.F.D.A.) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpo.gov>.

United States Code (U.S.C) <http://www.gpoaccess.gov/uscode/>.

Grants.gov Forms Repository webpage at http://www.grants.gov/agencies/aforms_repository_information.jsp.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp.

Interested applicants should make note of the following interactive teleconference scheduled for August 12, 2013 during which time there will be an opportunity to have questions answered:

Open Teleconference for Interested Applicants: August 12, 2013

Time: 2:00 – 3:00 PM Eastern

Call-In Number (toll free): 1-888-324-3615

Passcode: 5228282

Letters of intent to apply are requested. Please transmit letters of intent to apply to Rebecca Mann by email to rebecca.mann@acl.hhs.gov or by fax to 202-357-3549.

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
SF-LLL - Disclosure of Lobbying Activities	"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . If applicable, submission of this form is required if any non-award funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency,	If applicable, submission of this form is required. It is due at the time of application.

	a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.	
Work plan	Referenced in <i>Section IV.2. Project Narrative</i> . Please find the sample Work Plan Template included under the Downloads for this Funding Opportunity Announcement as posted at http://www.acl.gov/Funding_Opportunities/Announcements/Index.aspx	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	Referenced in <i>Section III.3. Other</i> in the announcement. To obtain a DUNS number, go to http://fedgov.dnb.com/webform . To register at SAM, go to http://www.sam.gov .	A DUNS number and registration at SAM are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.
SF-424 - Application for Federal Assistance	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . Found at the Grants.gov Forms Repository at http://www.grants.gov/agencies/aforms_repository_information.jsp .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times</i> .
Certification Regarding Lobbying	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> .	Submission is due with the application package. If it is not submitted with the application package, it may also be submitted prior to

		the award of a grant.
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>
Letter of Intent	Referenced in <i>Section IV.2. Project Narrative.</i>	Submission is due by the Letter of Intent due date found in the <i>Overview</i> and in <i>Section IV.3.</i>
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	Submission of the Project Budget is required on the appropriate Standard Form (424A or 424C). The Budget Justification is a separate document that may be no more than 10 pages and is due by the application due date found in the <i>Overview</i> and in <i>Section IV.3. Submission Dates and Times.</i>
The Project Budget and Budget Justification, CDAP	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	Submission of the Project Budget is required on the appropriate Standard Form (424A or 424C). The Budget Justification is a separate document that may be no more than 5 pages and is due by the

		application due date found in the <i>Overview</i> and in <i>Section JV.3.</i> <i>Submission Dates and</i> <i>Times.</i>
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